

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C 286

PAGE
NO.

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1. Requesting Agency

BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency
DEPARTMENT OF PERMITS AND LICENSES
OFFICE OF THE BUILDINGS ENGINEER

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>BUILDINGS PLAN FILE (1962-present) Accum., 299 cu. ft., ann. 100'</p> <p>SPECIFICATIONS BOOKS (1962-present) Accum., 16 cu. ft.; ann. 5 cu.'</p> <p>This "file" consists of rolled drawings and blueprints submitted with applications for building permits pursuant to the Building Code. <u>Residential Plans</u> are filed and are available for the use of inspectors during construction.</p> <p><u>Commercial plans</u> (which include a variety of multiple dwelling or public occupancy buildings) are reviewed for conformity to Code requirements before permit issuance, and are held for reference and inspection purposes.</p> <p><u>Specifications books</u> are submitted with plans for commercial buildings as part of Code requirements. They are referred to during plan review, but have little reference thereafter.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SUBMISSION, or until final inspection has been completed, whichever is later, then destroy.</p>	
2.	<p>PLANS REVIEW CORRESPONDENCE (1955-pres.)</p> <p>Accum. 5 3/4 cu. ft.; ann. accum., 3/4 cu. ft.</p> <p>Correspondence relating to plan review is filed in letter-size folders by year and permit number. The correspondence requests revised plans, additional information, cites code requirements, and notifies builders of approval or disapproval of proposed uses of new or tested buildings materials.</p>	

7. Agency, Division or Bureau Representative (County Engineer 1300 25-11-5761) Line Item Serial

Richard E. Munn

Signature

Frank J. Munn

Title

March 21, 1966

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/11/66

Date

William S. Guboff

Archivist

4-19-66

Date

Richard E. Munn

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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Records
Commission

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>RECOMMENDATION: RETAIN FOR THREE YEARS, then destroy all items having no continuing administrative, fiscal, or legal value. (Retain items regarding approved uses of building materials as long as they are effective, and for three years thereafter.)</p> <p>3. BUILDING PERMIT FILE (June, 1943-present) Accum., about 30 linear feet, 22 cu. ft.</p> <p>This is a file of 8" x 8 1/2" forms, bound in groups of 150-200, which is the official copy of building permits issued. It gives the name and address of the permittee, location of building or lot, fee, and dates of issuance and expiration. Seven different types of permits are included: (temporary, new building, razing or moving, accessory structure, sign, blasting, miscellaneous) in the overall designation of building permits. They are numbered in chronological sequence of issuance. The original is given to the applicant for posting on the premises.</p> <p>Duplicate copies of the permits which are made for internal use are non-record under the designation of non-record items in Article 41, Section 179, ACM, and should be destroyed as soon as they no longer have informational or operating value to the department.</p> <p>RECOMMENDATION: Providing all audit requirements have been met:</p> <p><u>Building Permit File</u>: RETAIN FOR THREE YEARS AFTER ISSUANCE, then destroy.</p> <p>4. BUILDING PERMIT APPLICATION FILE (June, 1943-present) Accum., about 30 cu. ft.</p> <p>This is a file of 8 1/2" x 11" forms, bound in groups of 150-200, which is the original, or "office copy", of applications made for the various types of building permits.</p> <p>The file is maintained as office reference to the details of the premises and the construction or alteration being done. It is a working copy, shows the approvals of related County agencies which are necessary prior to issuance of the permit, the number, and date of issuance, which is a cross reference to the permit file. Reference is occasional after final inspection (the inspector has a copy for field use) and unusual after 5 years.</p> <p>The application is made in multiple copies for office use and as notifications to other County agencies. These copies are not records, unless preserved as "records" by the receiving agency.</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>RECOMMENDATION: Providing all audit requirements have been met:</p> <p><u>Application File</u>: RETAIN FOR FIVE YEARS AFTER ISSUANCE OF THE PERMIT, then destroy.</p> <p>5. PERMIT INDEX FILE (1943-present) accum. about 18 cu. ft.</p> <p>This is a file of 3" x 5" cards kept by district and location, which shows the name of the owner, the use of the structure, the permit number, date issued, the dates of the preliminary and final inspections, and the name or initials of the inspector. The cards are kept in 4" x 6" file drawers without indices. The file is the primary reference source for all permit inquiries.</p> <p>The file is not used as a historical file of permit activity by location, but only as an index to the permit file and the permit application file.</p> <p>RECOMMENDATION: RETAIN FOR SAME PERIOD AS PERMIT APPLICATIONS (Five Years), then destroy.</p>	
6.	<p>REJECTED PERMIT APPLICATIONS (1943-date) Accum., est. 1 1/2 cu. ft., ann. acum., negligible</p> <p>When an application is rejected by the Buildings Engineer, he certifies his reasons in writing to the County Executive who may grant or refuse the permit by written order. A refused applicant may appeal to the Circuit Court within 15 days; the Court hears and determines all matters relating to the application <u>de novo</u>, (BCC, Sec. 5-5.) The file contains rejected applications and related documents and correspondence.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, then destroy.</p>	
7.	<p>GENERAL CORRESPONDENCE</p> <p>This is a small accumulation of inter-agency and other correspondence received in relating to the Building Code and the operations of the Office. Agency file copies of requisitions, purchase orders, submitted budgets, routine personnel transactions, and other "house-keeping" are non-record and should not be kept beyond their useful period. Items relating to the Building Code may have long-term value.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, then destroy all items having no further administrative, legal, or fiscal value.</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE
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Records
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4. m No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
8.	<p>OBOSLETE FEE BOOKS (1943-56) 12 vols., approx. 12" x 18" x 3/4" est. accum., less than 1 cu. ft.</p> <p>Prior to the adoption of the County Charter and the centralization of all financial collections in the Office of Finance, the department collected and accounted for its own fees and kept these books as reconciliations with the Treasurer. They have no current or continuing value.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION</p>	

RECORDS RETENTION SCHEDULE
FOR

NO.

C-286

DEPARTMENT PERMITS AND LICENSES OFFICE OF THE BUILDINGS ENGINEER	RECORD OR FILE BUILDING PLANS FILE: SPECIFICATIONS BOOKS; RELATED CORRES.	EFFECTIVE DATE 4-19-66
DESCRIPTION (1962-66; some prior correspondence) GROUP A: <u>Building Plans file</u> ; est. accum. 299 cu. ft.; est. annual accum. 100 cu. ft. This "file" consists of rolled drawings and blueprints submitted with applications for building permits in accordance with the Building Code. <u>Residential</u> plans are filed and are available for the use of inspectors during construction. <u>Commercial</u> (which includes a variety of multiple dwelling or public occupancy buildings) plans are reviewed for conformity to code requirements and held for reference and inspection purposes. GROUP B: <u>Specifications Books</u> are submitted with plans for commercial buildings as part of code requirements. They are referred to during plan review, but have little reference thereafter. The present accumulation is about 16 cu. ft. GROUP C: <u>Related Correspondence</u> is filed in 8 1/2" x 11" folders by year and permit number. The correspondence requests additional information, cites code requirements, etc. Estimated accumulation: 5 3/4 cu. ft.; annual accum. 3/4 cu. ft.		

APPRAISAL AND EVALUATION

- GROUPS A AND B: These items must be kept as materials received pursuant to law for a minimum of three years. Little reference to these plans and specifications is reported after final inspection. The practice of microfilming them has been discontinued because it fell behind and because almost no reference is made to microfilmed plans.
- GROUP C: This correspondence loses its value after final inspection, except as reference for handling similar inquiries. Items regarding approved uses of building materials should be kept as long as they are effective and for 3 years thereafter.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION:

- GROUPS A AND B: RETAIN FOR THREE YEARS AFTER submission, or until final inspections have been completed, whichever is later, then destroy.
- GROUP C: RETAIN FOR THREE YEARS, then destroy all items having no continuing administrative, fiscal, or legal value.

SPECIAL INSTRUCTIONS

DATE

March 10, 1966

RECORDS MANAGEMENT OFFICER

Richard E. Maine

DATE

March 18, 1966

DEPARTMENT HEAD

Walter J. Kasmussen

DATE

Mar. 21, 1966

COUNTY ADMINISTRATIVE OFFICER

J. Hume

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

C-286

DEPARTMENT PERMITS AND LICENSES OFFICE OF THE BUILDINGS ENGINEER	RECORD OR FILE BUILDING PERMIT FILE; BUILDING PERMIT APPLICATION FILE	EFFECTIVE DATE
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DESCRIPTION

Building Permit File: June, 1943-present; accumulation, about 30 lin. ft.; 22 cu. ft.
This is a file of 8" x 8 1/2" forms, bound in groups of 150-200, which is the official copy of building permits issued. It gives the name and address of the applicant, location of building or lot, fee, and dates of issuance and expiration. Seven different types of permits are included (temporary, new building, razing or moving, accessory structure, sign, blasting, miscellaneous) in the overall designation of building permits. They are numbered in chronological sequence of issuance. The original is given to the applicant for posting on the premises.

Building Permit Application File: June, 1943-present; accumulation, about 30 cu. ft.
This is a file of 8 1/2" x 11" forms, bound in groups of 150-200, which is the Office copy of applications made for the various types of building permits.

APPRAISAL AND EVALUATION

Building Permit File: This file is maintained to account for all building permits issued, fees paid, and to verify issuance of permits at construction or alteration locations. The information shown on the permit is part of the information shown on the application; most reference is made directly to the file of applications which contains more detailed and complete information. No long-term reference is reported to this file.

Building Permit Application File: This file is maintained as office reference to the details of the premises and construction or alternation. It is a working copy, shows the approvals of related county agencies which are necessary prior to issuance of the permit, the number, and the date of issuance, which is a cross reference to the permit file. Reference is occasional after final inspection (the inspector has a copy for field use) and unusual after 5 years.

Duplicate Copies of Permits and Permit Applications: Both of these forms are made in multiple copies for office use and the notification of other County agencies. These copies are not records, unless preserved as "records" by the receiving agency.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: Providing audit requirements have been fulfilled:

BUILDING PERMIT FILE: Retain for three years after issuance, then destroy.

PERMIT APPLICATION FILE: Retain for five years after issuance of the permit, then destroy.

DUPLICATE COPIES^{CP} BOTH: Retain only so long as they are necessary or useful for operating or informational value.

SPECIAL INSTRUCTIONS

Remove any items of continuing reference value before disposal of file.

DATE

March 10, 1966

RECORDS MANAGEMENT OFFICER

Richard P. Maine

DATE

March 18, 1966

DEPARTMENT HEAD

Walter Hasmussen

DATE

March 21, 1966

COUNTY ADMINISTRATIVE OFFICER

J. Hume

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE
FOR

NO.

DEPARTMENT LICENSES AND PERMITS
OFFICE OF THE BUILDINGS ENGINEER

RECORD OR FILE

PERMIT INDEX FILE

EFFECTIVE DATE

DESCRIPTION

Permit Index: 1943-present; accumulation, about 18 cu. ft.

This is a file of 3" x 5" cards kept by district and location, which shows the name of the owner, the use of the structure, the permit number, date issued, the dates of the preliminary and final inspections, and the name or initials of the inspector.

The cards are kept in 4" x 6" file drawers without indices.

This file is the primary reference source for all permit inquiries.

APPRAISAL AND EVALUATION

This file is not used as a historical file of permit activity by location, but only as an index to the permit file and permit application.

Although the file could be converted to a cumulative and integrated file of all permit activity, the agency prefers to maintain it only for indexing permits and applications which are retained on file.

Suggestion: Make additions to the file on 4" x 6" file cards, which will fit the drawers better, and add a file index. This would make the file more workable as the file gradually came to contain only 4" x 6" cards.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: RETAIN FOR SAME PERIOD AS PERMIT APPLICATIONS
(now scheduled for 5 years); then destroy.

SPECIAL INSTRUCTIONS

DATE

March 19, 1966

RECORDS MANAGEMENT OFFICER

Richard E. Maine

DATE

March 18, 1966

DEPARTMENT HEAD

Walter H. Hammers

DATE

March 21, 1966

COUNTY ADMINISTRATIVE OFFICER

S. Hume

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

DEPARTMENT PERMITS AND LICENSES
OFFICE OF THE BUILDINGS ENGINEERRECORD OR FILE REJECTED PERMIT APPLICATIONS
GENERAL CORRESPONDENCE; OBSOLETE RECORDS

EFFECTIVE DATE

DESCRIPTION

Rejected Permit Applications (1943-date; accumulation est. 1 1/2 cu. ft.; annual accumulation, negligible) When an application is rejected by the Buildings Engineer, he certifies his reasons in writing to the County Executive who may grant or refuse the permit by written order. A refused applicant may appeal to the Circuit Court within 15 days; the Court hears and determines all matters relating to the application de novo. (BCC, Sec. 5-5) The file contains rejected applications and related documents and correspondence.

General Correspondence (?-date; accumulation, less than 1 file cabinet; annual, 1/4 cu. ft.) This is a small accumulation of inter-agency and other correspondence received in relation to the Building Code and the operations of the office.

Obsolete Records: Journal of Permits and Fees (1943-56; 12 vols., approx. 12" x 18" x 3/4, estimated accumulation, 1 cu. ft.) Prior to adoption of the County Charter, the department collected and accounted for its own fees and kept these books as reconciliations with the Treasurer.

APPRAISAL AND EVALUATION

Rejected Permit Applications: These rejected applications and related correspondence have no long term value. Those which are appealed are soon known and can be separated for legal reference and use. Others become the subjects of new applications.

General Correspondence: Most items in this file have limited reference value, except for legal opinions, code revisions, etc.

Obsolete Records: The permit fee books have no current or continuing value.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION:

Rejected Permit Applications: RETAIN FOR THREE YEARS; then destroy

General Correspondence: RETAIN FOR THREE YEARS; then destroy all items having no further administrative, legal, or fiscal value.

Obsolete Permit Fee Books: DESTROY ACCUMULATION

SPECIAL INSTRUCTIONS

DATE

RECORDS MANAGEMENT OFFICER

March 10, 1966

Richard E. Maine

DATE

DEPARTMENT HEAD

March 18, 1966

Walter H. Hunsicker

DATE

COUNTY ADMINISTRATIVE OFFICER

March 21, 1966

J. Humes